

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

September 24, 2008

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TITLE:	Business Analyst
POSITION NO:	09603 & 70927
LOCATION:	Technology Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$45,230 - \$56,538 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, October 8, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: There are currently two positions available. Applicants need only submit one application to be considered for both positions. A resume is required and may be submitted at any time up through the interview.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: The Business Analyst works closely with program personnel and system owners throughout the department and plays an important role within the organization reviewing, analyzing, and evaluating business systems and user needs. In addition to identifying opportunities for improvement and automation of business processes, this position will also solicit accurate and complete business and functional requirements. Specific duties include acting as a business relationship manager responsible for the collection, analysis, review, documentation, and communication of business needs; reviewing and analyzing the effectiveness and efficiency of existing systems and developing strategies for improving or further leveraging these systems;

and designing and implementing high quality and innovative systems solutions which meet the business requirements and provide a benefit to the business.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of principles and practices of information systems analysis, design, development, implementation, maintenance and security related functions; an understanding of administrative procedures of state government; and state/federal laws pertaining to information systems development and procurement of contracted services.

Skills: Skill in technical, conceptual, analytical, problem solving; and oral and written communication.

Abilities: Ability to exercise sound technical, interpersonal and organizational judgment when appraising, evaluating, and solving complex problems; evaluate program requirements relative to systems development; oversee professional level contracted staff; conduct research; exercise sound judgment in solving problems and making decisions where few precedents exist; manage varying deadlines and multiple projects; respond positively to changes in direction, priorities, responsibilities, or assignments; and maintain working relations with employees, contracted staff and other state and federal agencies.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in computer science, business management, or related field **AND** one year of job-related work experience. Relevant work experience such as business system analysis, or project/program management may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts (if applicable) for any coursework at a college or technical school due by time of interview.
(*Only degrees from an accredited college or university

recognized by the US Department of Education are acceptable to meet education requirements);

4. A resume by time of interview; and
5. Supplemental questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Business Analyst
Position: #09603 & #70927
Location: Technology Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please explain the types of business analysis you have done and in what capacity those were done.
2. Please describe any documents and deliverables you have created as a result of performing analysis on a business problem/process.
3. Please describe your experience with IT projects.